

Grand Commandery of Knights Templar of Pennsylvania
Jenkintown, PA

ARTICLE 1.

Conclaves

Section 1. The Stated Conclave of this Commandery shall be held on the 2nd Monday of every month, PROVIDED that Conclaves may be dispensed with during the month of July and August by a vote of the Commandery. When the Stated Conclave falls upon a public holiday or within the week during which a Triennial Conclave of the Grand Encampment of Knights Templar of the U. S. A. or the Annual Conclave of the Grand Commandery of this State is held, such Conclave may be changed by vote of the Commandery, at the preceding Stated Conclave, to any other day (except Sunday) within one week of the Stated Conclave.

Section 2. The hour of assembling shall be 7:30 o'clock P.M.

Section 3. Special Conclaves may be called by the Commander or by action of the Commandery. The notice for Special Conclaves shall specify the business to be transacted, and none other shall be considered at such Conclave.

ARTICLE II.

Officers

Section 1. The elective officers shall be a Commander, a Generalissimo, a Captain-General, a Treasurer, and a Recorder. Three (3) Trustees of the Permanent Fund and three (3) Trustees of the Relief and/or Special Funds, who shall be separately elected by ballot or acclamation at the Stated Conclave in March.

Section 2. No member shall be entitled to vote at the annual election, or be eligible to any office, whose dues are not paid in full.

Section 3. Before his installation, the Eminent Commander-elect shall appoint a Senior Warden, a Junior Warden, a Standard Bearer, A Sword Bearer, a Warder, a Prelate, a Sentinel, and three (3) Guards.

Section 4. The officers of the Commandery shall be installed before the first day of May, and shall continue in office until their successors are duly elected and installed

Section 5. In case of the temporary absence, disability, removal from the jurisdiction, or physical or mental incapacity of the Commander, The Generalissimo shall act as Commander. In case of like disability of both Commander and Generalissimo, the Captain-General shall act At all other times; they shall perform the duties of their respective stations.

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ARTICLE III.

Duties of Officers

Section 1. The Commander:

- a) The Commander has it in special charge to see that the By-laws and Regulations of Commandery are duly observed as well as the Constitution, Statues, and Rituals of the Grand Encampment of the United States of America and the Constitution, By-laws and Regulations of the Grand Commandery of PA.
- b) The Commander shall see that accurate records are kept and just accounts rendered, and that regular returns are made to the Grand Commandery of PA annually and that the dues are promptly paid.
- c) The Commander at the Stated Conclave in April, he shall appoint three (3) Sir Knights, who shall audit the books of the Treasurer, Recorder and Trustees, and make a report of such examination and the condition of the finances of the Commandery, at the Stated Conclave in May.
- d) The Commander is a member of the Ways and Means Committee.

Section 2. The Generalissimo:

- a) Shall submit a budget for his coming year by the February Conclave. Said Budget shall be reviewed and recommended for Commandery Adoption the April Conclave by the Ways and Means Committee at its March Meeting.
- b) The Generalissimo shall sign checks drawn by the Commandery only when one of the three regular signers are not present at that Conclave.
- c) He shall be a Member of the Ways and Means Committee.

Section 3. The Captain-General:

- a) The Captain-General is a member of the Ways and Means Committee.

Section 4. The Treasurer:

- a) Shall perform such duties as are prescribed by the Constitution, By-laws and Statues of the Grand Encampment of the United States of America, the Constitution, By-laws and Regulations of the Grand Commandery of PA and the By-laws of this Commandery.
- b) He shall receive all monies paid to him by the Recorder, give his receipt therefore, and deposit the same in the name of the Commandery in such depository as shall be designated by the Commandery, and shall be known as the General Fund.

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- c) He shall pay out no moneys except on orders signed by the Commander, Generalissimo (see Article III, section 2, subsection b), and the Recorder
- d) He shall countersign all such orders, keep proper books and accounts and make such reports as shall be required of him by the Commandery or the Commander.
- e) He shall submit his books and accounts for audit when required by the Commandery or by the Commander.
- f) He shall give at each conclave of the Commandery a written report of the state of the General Fund as it is before any of receipts or disbursement take place at that conclave.
- g) He is a member of the Ways and Means Committee.
- h) He shall temporarily surrender the General Fund Checkbook to an elected officer if he should not be able to attend the Conclave
- i) For his services he shall receive One Hundred Fifty (\$150.00) dollars per annum,

Section 4. The Recorder:

- a) Shall give notice of all Conclaves. Notices of Special Conclaves shall state the business to be transacted.
- b) To issue summons when directed by the Commandery or by the Commander.
- c) To collect all dues and assessments and other moneys due to the Commandery, and pay the same over to the Treasurer forthwith, taking his receipt therefore.
- d) To record correctly all transactions of the Commandery.
- e) To have in charge the Seal of the Commandery and affix it to all papers requiring the same.
- f) To report annually, before the fifth day of May to the Grand Recorder, the Roll of officers and such other information as may be prescribed by the Grand Commandery, and with said report, to remit the dues and fees due to the Grand Commander and the Grand Recorder copies of all By-Laws and amendments thereto adopted by the Commandery.
- g) To submit his books and accounts for audit when required by the Commandery, or by the Commander.
- h) He is a member of the Ways and Means Committee.
- i) At the time of issuing the notice for the Stated Conclave in February, he shall notify each member of the amount of his indebtedness to the Commandery.

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j) He shall perform such other duties appertaining to his office as the Laws of the Grand Commandery and the Commandery directs. For his services, he shall receive One Thousand (\$1,000.00) dollars per annum.

Section 5. The Senior and Junior Wardens, the Prelate, Standard Bearer, Sword Bearer, Warder and Guards shall perform such duties as are prescribed by the Ritual of the Order.

Section 6. The Sentinel shall attend every Conclave of the Commandery, and for his services shall receive ten (\$10.00) dollars per conclave.

Section 7. The Armorer shall have charge of all the furniture and arms of the Commandery. See that they are kept in good order and ready for use; and at the Stated Conclave in May make a return in writing to the Commander of every article in his department; and for his services, he shall receive Two Hundred and Fifty (\$ 250.00) dollars per annum

Section 8. The Trustees of the Permanent Fund:

a) They shall invest all moneys placed in their hands by the Commandery for that purpose. All investments shall be made in the name of The Trustees of Kensington-Kadosh Commandery No. 54, Knights Templar of Pennsylvania."

b) They shall make no investments, except in such securities as are or maybe designated by the laws of the Commonwealth of Pennsylvania for the investment for trust funds. They shall have charge of all real estate, securities and investment of the Permanent Fund, collect the income, interest and dividends thereof, and pay the same to the Recorder when requested by him.

c) They shall make a full written report to the Commandery of all their transactions, with a list of all securities held for the Commandery, and a statement of the conditions of the investments, at the Stated Conclave in April, and whenever ordered by the Commandery.

d) They shall establish a Reserve Income Account to hold funds returned to them by the General Fund in the May Conclave.

e) All income collected during the Templar year shall be paid to the Recorder before the close of the May Conclave, to defray the expenses of the Commandery for the coming Templar Year.

Section 9. The Trustees of the Relief and/or Special Funds:

a) They shall invest all moneys placed in their hands by the Commandery for the purpose specified. All investments shall be made in the name of The Trustees of Kensington-Kadosh Commandery No. 54, Knights Templar of Pennsylvania." Specify (designated name) Fund.

- b) They shall make no investments, except in such securities as are or may be designated by the laws of the Commonwealth of Pennsylvania for the investment for trust funds.
- c) They shall have charge of all real estate, securities and investments set aside for each Special Fund placed in their charge, collect the income, interest, and dividends thereof; and segregate it with the principal of the Fund until directed by a proper resolution passed at a Stated Conclave of the Commandery to remit to the Recorder as much as is necessary of the Fund to satisfy the terms of the enabling resolution that established said Fund. A separate record will be kept for each Fund established.
- d) The Trustees shall make a full written report to the Commandery of all their transactions, with a list of all securities and assets held for the Commandery, and a statement of the conditions of the investments, at the Stated Conclave in April, and whenever order by the Commandery.

Section 10. Ways and Means Committee

Any motion put before the Commandery at a Stated Conclave involving the expenditure exceeding Fifty Dollars (\$50.00) shall be held over until the next Stated Conclave, during which the motion shall be submitted and reviewed by the Ways and Means Committee, who shall recommend the appropriate action to be taken.

Or a proposed motion involving the expenditure exceeding Fifty Dollars (\$50.00) can be presented to the Ways and Means Committee before it is presented to the Commandery at its' next Stated Conclave to be reviewed, and it shall recommend the appropriate action to be taken.

The only exception to this section is that proposed expenditure is an ordinary and repetitive expense of the Commandery.

Section 11. Past Commander's Jewels

- (a) A Past Commander's jewel already owned by the Commandery purchased and presented after January 1, 1982, remains the property of Kensington-Kadosh Commandery No. 54 and is presented to the Past Commander subject to a "life tenancy covenant." The jewel shall be returned to Kensington- Kadosh Commandery No. 54 within Ninety (90) days following the death of the recipient.
- (b) The Past Commander , who wants the Commandery to purchase and own the jewel, will sign a letter of agreement to the life tenancy covenant, attested to by the Recorder, prior to receipt of the jewel. The Trustees of the Charity Funds in their safety deposit box will retain the original of the agreement, and a copy of the agreement will be given to the Past Commander to become a part of his valuable papers.
- (c) The jewel while in the possession of the recipient, his family or executor of his estate shall not be altered or exchanged nor substituted.

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(d) Such jewel shall be returned to the Eminent Commander, his representative or the Recorder. The signed statement as specified in Section 9(b) shall be given or mailed to the family or executor of his estate when the jewel is returned to Kensington-Kadosh Commandery No. 54. The Sir Knight who receives the jewel from the family or executor of the estate, shall give a receipt to the family or executor stating that he has received the jewel.

(e) The Past Commander has the right to purchase a Past Commander's Jewel for his own personal use. In this case, a letter of agreement to life tenancy is not signed as no Commandery funds are used to purchase this personal jewel that remains the property of the Past Commander and his estate into perpetuity, but a entry in the Past Commander's Jewel Log will be made noting this status.

ARTICLE IV.**Petitions**

Section 1. Petitions for the Orders of Knighthood, or for Membership, shall be in lawful form, signed in full by the petitioner and recommended by two Sir Knights, members of the Commandery, and shall be presented and read at a Stated Conclave. The Commander shall appoint a committee of three members of the Commandery to examine his character and other qualifications, and report thereon at a Stated Conclave, as early as practicable thereafter, when he shall be balloted for after the Commandery has received notice from the Grand Recorder.

Section 2. All petitions shall be accompanied by the fees as set forth in ARTICLE VI. If the petitioner be rejected, the money shall be returned, but if approved or elected and the petitioner does not come forward within twelve months after receiving notice of his election, it shall be forfeited to the Commandery.

ARTICLE V.**Rejections**

Section 1. In case of the rejection of a petitioner for the Orders of Knighthood or for Membership no member or visitor shall disclose the name of the member who opposed the petitioner, under penalty, if a member, of expulsion, or, if a visitor, of his never being permitted to visit the Commandery again, or of becoming a member thereof, and the Eminent Commander, immediately after the rejection of any petitioner, shall cause this article to be read in the hearing of all present.

Section 2. A petitioner for the Orders of Knighthood or for Membership only, who has been rejected, shall be immediately notified in writing by the Recorder under Seal of the Commandery.

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ARTICLE VI

Fees

The fees for conferring the Orders of Knighthood or Membership shall be invariably be paid in advance, and shall be as follows:

For conferring the Orders of Knighthood, \$50.00.

For conferring the Orders of Malta, and of the Temple, \$25.00.

For the admission of a Sir Knight, \$10.00.

ARTICLE VII.

Dues

Section 1. Every Sir Knight, other than Life Members and Honorary Members, shall pay as dues the sum of Thirty (\$30.00) inclusive of Grand Commandery and Grand Encampment fees, per-capita, dues, but not assessments.

Section 2. Any member being in arrears to the Commandery for one years due[s] or for assessments on the night of the annual election, and neglecting or refusing to pay the same after he has been duly notified of the proposed action of the Commandery thereon, may be suspended from membership for nonpayment of such dues or assessments, PROVIDED HOWEVER, that before any member be suspended it shall satisfactorily appear to the Commandery that such member has received due notice as required by ARTICLE III, Section 4, Subsection i, of these By-Laws and by the Laws of the Grand Commandery.

ARTICLE VIII

Life Membership

Section 1. The Commandery shall confer Life Membership for a sum of twenty-five years (25) dues and then only after the payment of all indebtedness to the Commandery.

(a) No part of the Life Membership fee can be remitted, or applied to the payment of arrearages, nor shall any such fee or part thereof be refused,

(b) A Life Member shall be exempt from the further payment of dues, but shall be subject to assessments.

(c) The fees for Life Membership shall be immediately turned over to the Trustees of the Commandery's Permanent Fund for investment in the Permanent Fund, and only the income there from shall be expended.

(d) Non-affiliation in a Lodge or Chapter voids a Commandery Life Membership. A Life Member who has been restored to membership in this Commandery, after having been suspended solely because of his suspension or expulsion from Lodge or Chapter shall, upon restoration, shall be entitled to Life Membership and the privileges thereof..

ARTICLE IX

Funds

Section 1. In order to insure stability and perpetuity to the Commandery, there shall be established a Permanent Fund, which shall be invested by the Trustees as provided in ARTICLE III Section 8 of these By-Laws.

a) There shall be set aside for this purpose:

1) All moneys now in the hands of the Trustees

2) The whole amount received for Life Membership.

3) All moneys or property which may accrue to the Commandery by donation, gift, devise or otherwise for this purpose.

4) All such sums as the Commandery may, by resolution, apply to this purpose.

b) The fund thus created shall not be impaired or diminished but shall be increased from time to time as the finances of the Commandery may admit

Section 4. In order to insure stability and perpetuity to the Commandery, there shall be established a Relief Funds, which shall be invested by the Trustees as provided in ARTICLE III, Section 9, of these By-Laws.

a) In order to insure the relief of distressed Sir Knights there shall be established a Relief Fund which shall be used for the relief of any person applying to the Commandery for such.

Section 5. The Anniversary Fund :

a) These funds are set aside for the Commandery's Anniversary not sooner than five (5) year intervals.

b) These funds can only be removed by motion of the Commandery, and positive ballot on that motion of the Commandery at a conclave meeting.

c) No less than one (1) dollar of each year per member shall be set aside at the May Conclave to be placed in this fund for this purpose.

Section 6. Conclave Fund

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- a) To aid and support member's of this Commandery in their year as Grand Commander of Pa at their annual conclave.
- b) These funds can only be removed by motion of the Commandery, and positive ballot on that motion of the Commandery at a conclave meeting.
- c) No less than one (1) dollar of each year per member shall be set aside at the May Conclave to be placed in this fund for this purpose.

Section 7. The Charles H. Gerlach Fund

- a) This Fund honors the memory of the late Past Commander who served Kadosh Commandery many years in a manner which was indicative of his faithfulness and devotion in Templary.
- b) This fund consists of securities donated by our late Past Commander while he yet lived. The income from them to be used, as he stipulated, for the payment of dues of members of long standing, who, owing to circumstances beyond their control, might find the continuation of their membership financially burdensome.

Section 8. Self-Insurance Fund

- a) In order to provide replacement of the Paraphernalia of the Commandery due to catastrophic loss, fire, theft, and other acts of demise, a Self-Insurance Fund shall be established and maintained at a level of 120% of the current replacement value of said property in aggregate.
- b) The interest accruing there from shall be retained by the Trustees to insure the stability of the Fund and to be available to the Commandery to cover any loss presented. Funds in excess of 150% of current replacement cost in aggregate shall be deposited annually in an income account and paid over to the Commandery for its use.

ARTICLE X

Uniform

Section 1. Every Sir Knight is encouraged to appear in the uniform prescribed by the Laws of the Grand Commandery of Pennsylvania.

Section 2. Any Sir Knight in good standing can apply for a loan from the Commandery to help acquire said Uniform, but must not take more than Five (5) years to repay said loan.

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Section 3. There shall be a Standing Committee of three Sir Knights, who, in conjunction with the Commander, shall see that the uniform of every member is in strict conformity to the regulations prescribed by the Grand Commandery of Pennsylvania, and that every member is made proficient in the drill adopted for the use of this Commandery, and it shall be their duty to prescribe such measures as they may deem proper from time to time to carry the same into effect

ARTICLE XI.

Resignations.

Any member wishing to resign must present his resignation in writing at a Stated Conclave, and pay his entire indebtedness to the Commandery, when it shall be accepted and he will be furnished with a demit, provided that no charges are pending against him.

ARTICLE XII.

Amendments

Any amendment or alteration to these By-Laws must be presented in writing at a Stated Conclave, be read by the Recorder and entered on the minutes, must lie over until the next Stated Conclave when, the members having been duly notified that it is then to be acted upon, it may be adopted by the vote of a majority of the members present. All Amendments or Alterations must be submitted to the Grand Commandery of Pa for approval after approval of the Commandery.

Adopted – February 09, 2009

Amended – April 13, 2009, Article IX Section 10 Ways & Means Committee, old Section 10 renumbered to 11
Article VIII, Life Membership